

Salary Range: \$50,286 (starting) - \$67,005

Apply: The Human Resources Department must receive a completed City of Royal Oak application in person or by mail at: 211 Williams Street, Box 64, Royal Oak, MI 48068. Visit www.romi.gov/jobs to download application materials. **Open until filled.**

An **MECHANICAL INSPECTOR**, upon application, shall have the following training and experience:

Required: Graduation from a standard high school or trade school with supplemental courses in HVAC systems.
Five (5) years of Journeyman level experience in the mechanical field involving a variety of construction and installation work.
Registration by the State of Michigan as a licensed "Mechanical Inspector" and "Plan Reviewer" by the State of Michigan or eligible for provisional registration.
Possession of a Mechanical Contractor's license issued by the State of Michigan including registration in at least three (3) mechanical fields. A valid motor vehicle operator's license and satisfactory driving record.

GENERAL STATEMENT OF DUTIES: A **MECHANICAL INSPECTOR** is primarily responsible for the enforcement of the State Mechanical Code. Work assignments are in the field of furnace installations, air conditioning, air handling systems, chimneys, wood burning stoves, flues and other related HVAC systems and appliances. Assignments are broad in scope and require the use of mature judgment and tact. Work is performed under the general supervision of the Building Official and/or Deputy Building Official.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A **MECHANICAL INSPECTOR** may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Inspect all mechanical installations during construction and upon completion for compliance with the State Mechanical Code, including verifying compliance with approved specifications and for quality of workmanship.
- Enforce the provisions of the State Mechanical Code as well as all related City, State and County regulations as they affect mechanical installations.
- Assist mechanical contractors and homeowners in making applications for permits and issue permits.
- Inspect all replacement furnaces, air conditioning, & other related equipment in existing buildings under appropriate permits.
- Review all plans for HVAC systems in both new and renovated buildings.
- Investigate complaints regarding mechanical installations in all buildings.
- Verify that all mechanical installations & work is performed only by licensed mechanical contractors as outlined in State law.
- Prepare reports and keep records.
- Perform related work as assigned.

QUALIFICATIONS FOR EMPLOYMENT:

- Thorough knowledge of the technology, methods and materials used in heating, ventilating and air conditioning and their application under various conditions.
- Thorough knowledge of the State Mechanical Code.
- Some knowledge of commonly used computer software.
- Ability to understand and interpret plans and specifications relative to matters covered by the State Mechanical Code.
- Ability to maintain good working relations with mechanical contractors, trades personnel, property owners, the public, and other employees.
- Ability to carry out complex written and oral directions.
- Ability to make comprehensive and clearly written reports in connection with the work assignments.
- Ability to schedule work activities in an efficient and productive manner without close supervision.
- Ability to deal tactfully and courteously with the public.
- Ability to walk or stand for long periods of time on a daily basis, to climb stairs in buildings inspected, to access tight or cramped spaces for inspection purposes, and to drive to and from inspection sites.